



2013 Etiwan Day Camp Staff Handbook

Greetings staff and volunteers! Thank you so much for helping us making this day camp possible. We could not do it without you.

We are looking forward to a having a great 2013 Etiwan Day Camp! Cub Scout Day Camp provides a wonderful opportunity for all Cubs to continue the Scouting program during the summer. Their participation strengthens the Cubs connection to Scouting and increases the likelihood of staying within the Scouting program.

Please take the time to read the entire content of this handbook including position description, organization chart, and staffing policies. Feel free to contact us if you have questions or concerns.

David Desplaces

David Desplaces
Camp Director

Steve Slack

Steve Slack
Program Director

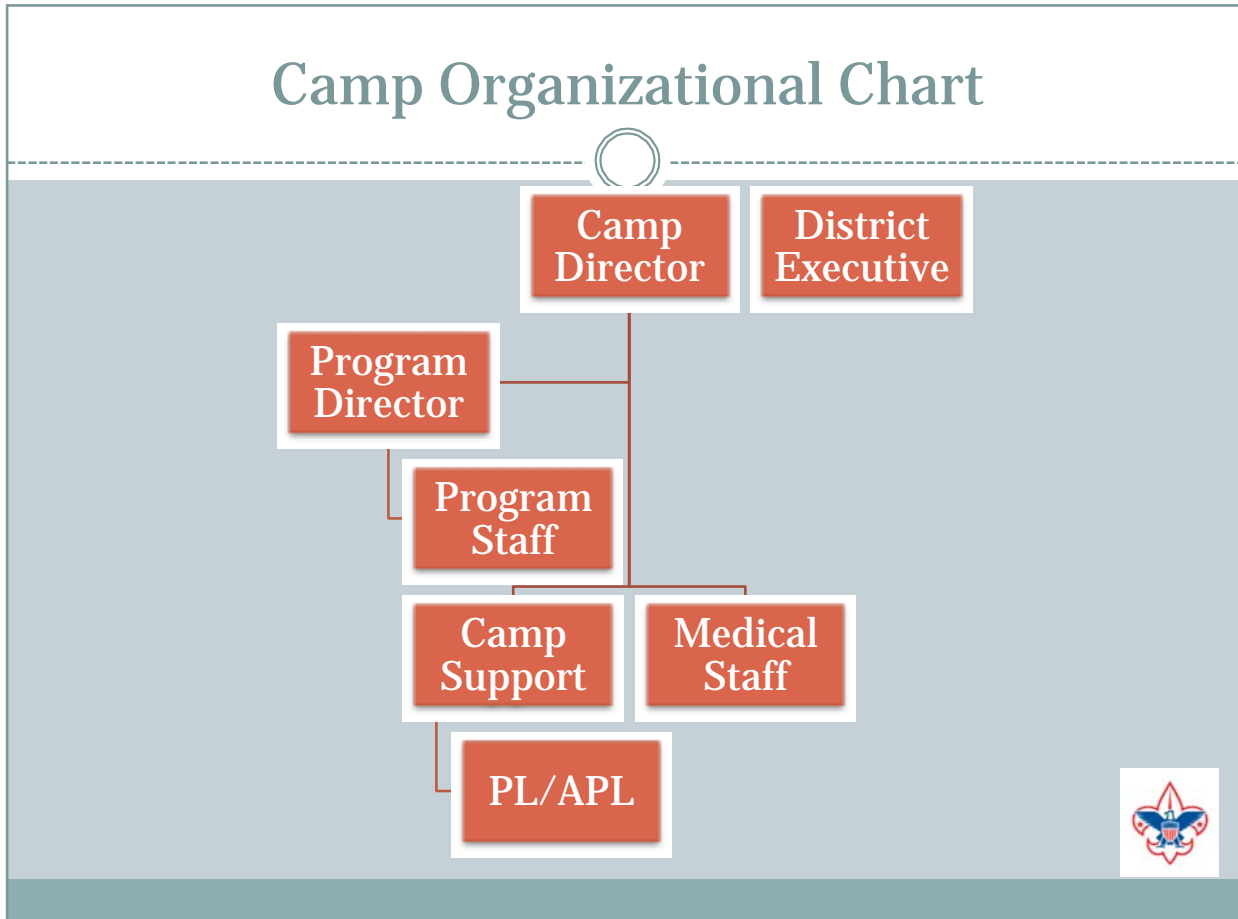


CAMP POLICIES AND REGULATIONS:

- 1 No running or horseplay in camp except during supervised game time and in game area.
- 2 Buddy System: No Scouts go ANYWHERE without a buddy (Including the bathroom)
- 3 Closed-toed shoes and socks MUST be worn.
- 4 The use of profane language will not be tolerated and will be cause for immediate discipline.
- 5 All discipline problems will be handled by the Camp Director.
6. All Cub Scouts will adhere to the dress code (camp t-shirts and name tags)
- 7 Remember to leave no trace; keep the camp clean.
- 8 The health officer will treat all injuries.
- 9 All medications (prescribed or over the counter) will be administered by the health officer.
- 10 The points of the Scout Law are to be followed.
- 11 No personal weapons of any type, are allowed in camp



Camp Organization Chart





STAFF RULES:

1. As Scouters, we should model all points of the Scout Law.
2. Wear camp uniform (camp t-shirt that are provided and nametag)
3. Arrival time is 7:45am daily.
4. Make sure all the boys in each den at your station are accounted for before beginning the activity. Alert the Camp Director immediately if any boy is missing.
5. Enforce the buddy system.
6. Keep your designated area clean and properly store materials each day.
7. Take any injured camper to the first aid area for treatment unless moving them may cause further harm; in that case, send for the camp health officer.
8. No tobacco products are to be used around campers.
9. Make sure the boys and you drink enough water.
10. Staff must keep BSA credentials with them at all times while at camp
11. Have a GREAT TIME!

INCLEMENT WEATHER PLAN:

If it begins to rain heavily or if lightning is close by, direct your den into the covered dining shelter until it passes. Encourage the boys to stay with their buddy and make sure each scout is accounted for. The camp director and program director will decide when to resume normal activities.

TORNADO:

If a tornado watch comes into effect or if a tornado is spotted, proceed with your den to the dining shelter and wait for further instructions. Encourage the boys to stay with their buddy and make sure each scout is accounted for. The camp director and program director will decide when to resume normal activities.

LIGHTNING:

All campers are directed by staff to shelter until all clear is given.

FLOODS:

Campers are directed to safe grounds and all are evacuated according to local protocol – notification of Cainhoy Fire and Berkeley EMS.

SICKNESS:

All campers must be evaluated by Camp Health Officer. Health officer makes determination about treatment, notification of parents and transport to medical facility following local protocols and discussing with Camp Director.

FATALITIES:

All staff must contact Camp Director immediately and contact EMS/FIRE/Sheriff immediately as well as BP representative.



HURRICANE PLAN:

If a hurricane or tropical storm warning comes into effect, the determination of closing camp will be made by the camp director, the program director and the Coastal Carolina Council. If Day Camp will be closed, the camp director and program director will call families and staff.

FIRE PLAN:

If a fire has been spotted, the camp director should be notified immediately. Staff leaders are to gather their dens together quickly and head to the dining shelter. If the fire is in the dining shelter, lead your den to the far side of the BB and archery range. Boys should be lined up in the buddy system so that all can be accounted for. Should fire trucks come, continue to keep the boys together in dens in this designated area. The camp director and program director will let everyone know when programs can be resumed.

LOST BOYS PLAN:

Once it is determined that a boy is not with his group and is not accounted for, the staff leader **IMMEDIATELY NOTIFIES THE CAMP DIRECTOR**. If the director is not available, notify the program director. When the lost boy plan goes into effect, staff members are to bring their dens to the dining shelter and remain there until notified.

INTRUDER PLAN:

All staff and campers will wear the official camp t-shirt and /or name tag. All visitors to camp should be directed to the check-in table. At any time should a person be spotted in camp without a visitor's name tag of the proper camp identifications, that person should be escorted to the entrance to sign-in. If any person fails to comply with these procedures, the camp director and the program director should be notified immediately.

DAILY PROCEDURES:

Daily check in-7:45am

All staff should sign in every morning at the dining shelter. Activity instructors are responsible for making sure their area is set up and prepared for the day. All staff should attend the opening ceremony and dens will follow their leaders to their first activity at the conclusion of the opening ceremony.

Daily check-out-4:15pm

Activity instructors should make sure their areas are clean and supplies are stored properly before leaving. All staff should sign out before leaving and activity instructors should notify the camp director or program director if and supplies are needed or missing.

Lunch:

Lunch will be provided for staff daily. There will be a half hour rest time after lunch where campers will enjoy a guest speaker. Staff should be present to assist as needed.



Staff Responsibilities/Job Descriptions

Day Camp Administrator: William Etheridge, District Executive

The paid professional on the Council Staff responsible for:

- Maintaining National Standards
- Maintaining Budget control.
- Monitoring Emergency Procedures
- Insuring Youth Protection
- Advising Camp Director and Program Director
- Meets and Greets visitors and shows them the camp
- Makes sure no child leaves camp without signing out with parent or designated adult

Camp Director

The day camp director shall be an adult 21 years of age or older of well-known good character and ability. In addition to being certified at National Camping School for administration or management, the camp director shall:

- Be responsible to the day camp administrator
- Oversee budget and program materials
- Supervise the personnel and operating details of the camp
- Recruit, interview and train staff
- Conduct training in coordination with the program director
- Maintain National standards for leadership, program activities and health and safety
- Provide backup to activity leaders
- Have a Plan B
- Be a role model of the 12 Character Traits
- Evaluate and recruit leadership for 2014

Program Director

The program director shall be an adult of 21 years of age or older of well-known character and ability. This volunteer has on site responsibility for the Cub Scout day camp program. In addition to being certified at National Camping School the day camp program director shall:

- Coordinate with the camp director
- Promote day camp attendance at roundtables, pack meetings and events
- Assist with supervision and trainings of staff



- Assist staff in planning and conducting successful day to day activities
- Evaluate program and identify potential 2014 leadership

Health Officer

The on-site health officer is a responsible adult holding a current certification required for the position (First Aid). This person must also have a current certification in CPR.

The camp health officer must be available at the da camp first aid station from 8am until 3:30pm each day. If the health officer is out of camp another adult with first-aid training must be available.

Craft Director

The craft director shall be an adult 18 years of age or older with demonstrated ability to work with and instruct crafts. The craft director shall:

- Be responsible to the program director
- Plan and carry out a theme related craft program
- Select crafts that enhance the theme
- Prepare a list of supplies needed to conduct the program
- Teach skills necessary to carry out the activity
- Supervise the use and storage of materials and equipment
- Evaluate the program and identify potential leadership for 2014

Range Safety Officer

The range officer runs the archery, BB and/or other ranges. This adult must be at least 18 years of age and have been trained as outlined in Shooting Sports for Cub Scouts, Webelos Scouts and Parents, No. 13-550. The range safety officer must provide certification specific to this activity.

Field Sports

The field sports instructor shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

- Be responsible to the program director
- Identify opportunities for scouts to earn belt loops and pins
- Plan and carry out a theme related sports program
- Select sports that enhance the theme
- Prepare a list of supplies needed to conduct the program
- Teach skills necessary to carry out the activity
- Supervise the use and storage of materials and equipment
- Evaluate the program and identify potential 2014 leadership

Nature Program



The nature program instructor shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

- Be responsible to the program director
- Identify opportunities for scouts to earn belt loops and pins
- Plan and carry out a theme related nature program
- Select activities that enhance the theme
- Prepare a list of supplies needed to conduct the program
- Teach skills necessary to carry out the activity
- Supervise the use and storage of materials and equipment
- Evaluate the program and identify potential 2014 leadership

Scout Skills

The scout skills program instructor shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

- Be responsible to the program director
- Identify opportunities for scouts to earn belt loops and pins
- Plan and carry out a theme related scouts skills program
- Select activities that enhance the theme
- Prepare a list of supplies needed to conduct the program
- Teach skills necessary to carry out the activity
- Supervise the use and storage of materials and equipment
- Evaluate the program and identify potential 2014 leadership

Science

The science program instructor shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

- Be responsible to the program director
- Identify opportunities for scouts to earn belt loops and pins
- Plan and carry out a theme related scouts skills program
- Select activities that enhance the theme
- Prepare a list of supplies needed to conduct the program
- Teach skills necessary to carry out the activity
- Supervise the use and storage of materials and equipment
- Evaluate the program and identify potential 2014 leadership

Fishing

The scout skills program instructor shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:



- Be responsible to the program director
- Identify opportunities for scouts to earn belt loops and pins in fishing
- Select activities that enhance the theme
- Prepare a list of supplies needed to conduct the program
- Teach skills necessary to carry out the activity
- Supervise the use and storage of materials and equipment
- Evaluate the program and identify potential 2014 leadership
- Be Safe swim certified

Unit Leaders

The unit leader shall be an adult 21 years of age or older, of mature judgment with the ability to exert strong leadership. The unit leader shall:

- Be responsible to the camp director
- Assist with program at each activity station
- Promote and maintain 12 character elements within the group
- Ensure camper safety
- Evaluate program for 2013

Program Aide

The program aide shall be a capable Life or Eagle Scout or Venturer at least 14 years of age and able to demonstrate and teach skills consistent to the camp day program.

- Be responsible to their unit leader
- Help the program leaders carry out duties as assigned
- Evaluate 2013 program activities
- Identify scouts who demonstrate knowledge and understanding of the program

Den Chief

The den chief shall be a Boy Scout or Venturer capable of serving as a den chief. He or she shall:

- Be responsible to their unit leader
- Help the program leaders carry out duties as assigned
- Evaluate 2013 program activities
- Identify scouts who demonstrate knowledge and understanding of the program

Kiddie Korral Supervisor

The kiddie korral supervisor must be an adult 21 years of age or older of well-known good character and ability. This leader shall:



- Be qualified to oversee dependent youth
- Be responsible to the camp director
- Prepare program activities appropriate for younger campers
- Ensure safety with the buddy system
- Ensure each camper leaves only with his parent or guardian